

\*\*\*PLEASE POST\*\*\*

SPECIAL BULLETIN #62  
June 9, 2008

**VACANCY**  
**for 2008-2009 School Year**

**SPECIAL EDUCATION PROGRAM**

**POSITION**

Case Manager/Behavioral Specialist for Special Education

**DUTIES**

See Job Description

**SCHOOL**

Block & West Side Jr. High Schools

**LENGTH OF ASSIGNMENT**

195 days/39 weeks

**QUALIFICATIONS**

Proper Certification

Minimum – Five (5) years as a Special Education Case Manager  
Behavioral Specialist Experience

**SALARY**

In accordance with the C.B.A. salary schedule

Paid though Fund # Part B – upon grant approval

**Interested S.C.E.C. contracted Personnel must  
submit a written request {include Special Bulletin #}  
to the Office of Human Resources - Room 206 on or  
before 3:00 P.M. on Friday, June 13, 2008.**

**FAXED and/or E-MAIL requests are not acceptable.**

**Look for postings on-line @ [www.ecps.org](http://www.ecps.org) Links/Human Resources**

## **SPECIAL EDUCATION CASE MANAGER/BEHAVIORAL SPECIALIST**

### **BASIC FUNCTIONS**

The school case manager is responsible for assisting the principal with the deliver, monitoring and monitoring and assessment of both special education procedures and programming. Included are curriculum, development and utilization, student transition, student evaluation, case conferencing, staff development, and information dissemination and utilization. The case manager is the primary school liaison to the special education office.

### **SPECIAL DUTIES & RESPONSIBILITIES**

The school case manager answers to the school principal/director of Special Education and is responsible for:

1. Special education curriculum development, implementation and evaluation.
2. Consultation and support to general and special education staff with inclusive practices Including model teaching, strategy development, material modification and in classroom, instructional support.
3. Assisting staff with the infusion of technology into the instructional process.
4. Monitor and address truancy problems as these relate to learning process.
5. Dissemination and explanation of professional research and information to staff.
6. Serve as a member of the crisis intervention team for the school
7. Participates as a member of the school planning team.
8. Assists teachers and the special education office with the acquisition of appropriate supplemental materials and specialized equipment.
9. Management of the school student referral process.
10. Facilitates student evaluation and reevaluations.
11. Management of the case conference process and IEP development.
12. Expedites the handling of transient student and enrollments and withdrawals.
13. Assists with student transfer between elementary, junior high and high schools.
14. Maintenance and organization of special education records.
15. Supports and directs the teachers of record in the execution of their special education duties.
16. Assist in informal evaluation of problematic behavior.
17. Meets with staff to determine effective methods to address problematic behavior
18. Assists in developing and follow-through of behavioral plans (BAP/BIP)
19. Assists in staff training focusing on problematic behaviors and how to manage them
20. Collaborates with social workers in order to provide a continuum of services to students.
21. Provides assistance in establishing positive interaction between the school and home.
22. Participates in multi-agency collaboration meetings for students who are being considered for alternative/residential placement
23. Assists teachers in behavioral management programs
24. Other duties as assigned by the Director of Special Education.

### **EXPECTATIONS**

- ◆ Ability to clearly communicate with teachers, parents and community participants
- ◆ Competence to effectively execute assigned duties and carry out administrative directives
- ◆ High level or organizational and written communication skills
- ◆ Knowledge and ability of technology applications for both instructional procedural needs
- ◆ Good interpersonal relationship skills, including conflict resolution
- ◆ Demonstrated skills in conducting student evaluations and case conferences
- ◆ An ability to develop operational student IEP including appropriate form completion

### **REQUIREMENTS**

- ◆ Minimum of a Bachelors Degree in Psychology
- ◆ Five (5) years experience in special education

**LENGTH OF CONTRACT – 195 DAYS      SALARY – In Accordance with CBA**